

## **MADERA COUNTY**

### **PHYSICAL/OCCUPATIONAL THERAPY UNIT SUPERVISOR**

#### **DEFINITION**

Under general direction, to plan, organize, and coordinate the administration of professional therapy and treatment plans for physically and neurologically disabled patients in the California Children's Services Medical Therapy Unit of the Public Health Department; act as liaison between the State's California Children's Services Program and other applicable agencies and programs; manage the daily operation of the therapy unit; supervise and instruct assigned staff; and to do related work as required.

#### **SUPERVISION EXERCISED**

Exercises direct supervision over assigned staff.

#### **DISTINGUISHING CHARACTERISTICS**

This is the supervisory level in the Physical Therapy (PT) and Occupational Therapy (OT) class series. Incumbents have substantial responsibility for organizing work activities, coordinating functions, and providing work direction for an assigned State program.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Supervises, assigns, coordinates, reviews and participates in the work of staff responsible for providing occupational and physical therapy treatments for neurologically and physically impaired patients, including soft tissue mobilization, joint mobilization, gait training, and muscle re-education through corrective exercises; oversees and administers tests such as motor function, range of motion, oral motor and Activities of Daily Living (ADL) evaluations and perceptual screenings; coordinates, teaches, and supervises functional exercises to provide corrective therapy; develops exercises and activities to improve fine motor skills; coordinates and collaborates activities with the State's California Children's Services Program and other public and private agencies and programs; assists with budget development, preparation, and expenditure control; oversees Medi-Cal billing; manages the therapy unit within the mandates of the State of California; plans, develops and updates program policies and procedures for the medical therapy unit; acts as the clinical consultant to medical therapy staff; provides training for staff; attends conferences, workshops, and training sessions; coordinates physical therapy and occupational therapy vendored services with outside agencies; schedules and administers evaluations for equipment needs; provides oversight for medical records and documentation of patient's response to treatment, progress, and reports any changes to doctor; evaluates and orders appropriate mobility equipment and orthotic devices as prescribed; instructs clients, family and caregivers regarding home exercise programs and equipment needs; carries out physician instructions and administers various types of therapy.

#### **OTHER JOB RELATED DUTIES**

Performs related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Principles of supervision, training, and performance evaluation.  
Principles and methods of pediatric occupational or physical therapy.  
Laws, rules, regulations, policies and procedures for occupational or physical therapy programs, services and treatment methods.  
Skeletal anatomy and kinesiology.  
Basic pathology and neurology involved in disabling conditions, relative to the objectives of occupational or physical therapy.  
Child growth and development.  
Procedures involved in treating orthopedically and neurologically impaired children.  
Community resources available for clients.  
Physical and psychological problems of physically disabled children and their families.  
Current trends and practices in professional physical and occupational therapy.  
Design, use and care of orthopedic and therapeutic equipment.  
Statutes, regulations, and guidelines of the California Children's Services Program.

**Skill to:**

Operate modern office equipment, including computer equipment.  
Operate a motor vehicle safely.  
Provide effective occupational or physical therapy treatments.  
Design and construct splints and adaptive equipment.

**Ability to:**

Provide program coordination for California Children's Services Medical Therapy Unit.  
Understand and interpret physician's orders and develop individualized therapy treatment plans.  
Provide effective occupational or physical therapy treatments and instructions to disabled patients and their parents, caregivers, teachers, and others responsible for assisting the patient in their therapy treatment plan.  
Evaluate patient needs and the effectiveness of orthopedic and therapeutic equipment and appliances.  
Plan, organize, direct, and develop a therapy program for children with physical disabilities requiring occupational therapy and physical therapy.  
Supervise, train, and evaluate assigned staff.  
Oversee and participate in the preparation, completion and maintenance of a variety of records and reports.  
Evaluate program effectiveness and initiate improvements.  
Analyze situations accurately and take effective action.  
Develop a program budget and control expenditures.  
Exercise independent judgment and professional ethics.  
Communicate clearly and concisely, both orally and in writing.

**Madera County**

**Physical/Occupational Therapy Unit Supervisor (Continued)**

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**Ability to (cont'd):**

Effectively represent the Public Health Department to the public, community organizations, boards, commissions, and other agencies.

Establish and maintain effective interpersonal relationships with patients, families, caregivers, coworkers and others contacted in the course of work.

**Experience and Training Guidelines:**

*Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Three years of experience comparable to a Physical Therapist or Occupational Therapist with Madera County.

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in either physical or occupational therapy or a related field.

**License / Registration:**

Current licensure as a Physical Therapist issued by the State of California, Department of Consumer Affairs - Physical Therapy Board; OR current licensure as an Occupational Therapist issued by the California Board of Occupational Therapy and current registration as an Occupational Therapist with the National Board of Certification in Occupational Therapy.

Possession of a valid Driver's License issued by the California Department of Motor Vehicles.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 100 lbs.; ability to travel to different sites and locations.

**Effective Date:** April, 2007